

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Certified Personnel: Leave and Absence

Section Title: Leave of Absence

Sub-Section No. 404.4a

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Except for leave of absence for military service pursuant to policy 404.8 and leave of absence to serve on state legislature pursuant to policy 404.10 the following conditions for leave of absence must be met:

1. The Board shall grant a leave of absence for up to one year, without pay, for up to five (5) continuing contract regular professional employees in the district per year. To be considered under this policy such request must have been received in writing by April 10 for any leave to be taken in the following school year. The date of April 10 can be waived by the superintendent or his/her designee.
2. If by April 10 more than five (5) leave requests have been received, the five (5) requests coming from the regular professional employees with the most years of service to Post Falls School District No. 273 will be honored. No more than two (2) certified employees shall be granted leave of absence from any one building per year unless extenuating circumstances arise which necessitate more than two (2) certified employees being granted leave per building. In which case, the decision will be left up to the discretion of the Superintendent or his/her designee.
3. Upon return from a leave of absence, the employee will be reinstated to a position for which s/he is qualified. The employee must give written notice to the district by April 10 of his/her intent to return after the leave.
4. The employee will not accrue benefits or seniority; however, upon return will be placed on the sequential step of the salary schedule s/he would have been on had s/he stayed in continuous service to the district.
5. The employee shall be limited to two one-year leaves of absence during his/her service in the Post Falls School District with the above guaranteed reinstatement. Any leaves after will not carry a guarantee of reinstatement.

Adopted: 1/88

Amended: 10/12/92, 4/14/97, 11/14/22

Reviewed 2017, 2022